

# Michigan Treasury Online (MTO) Optimization

## Learning Series 12: Filing and Paying an Additional Amended Sales, Use and Withholding (SUW) Tax Return

***NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.***

January 2016

Customer Friendly







Simplified Process

### What's New in MTO?

- Filing and Paying an Additional Amended Sales, Use and Withholding (SUW) Tax Return

#### ***Learning Series 12: Filing and Paying an Additional Amended SUW Tax Return***

Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

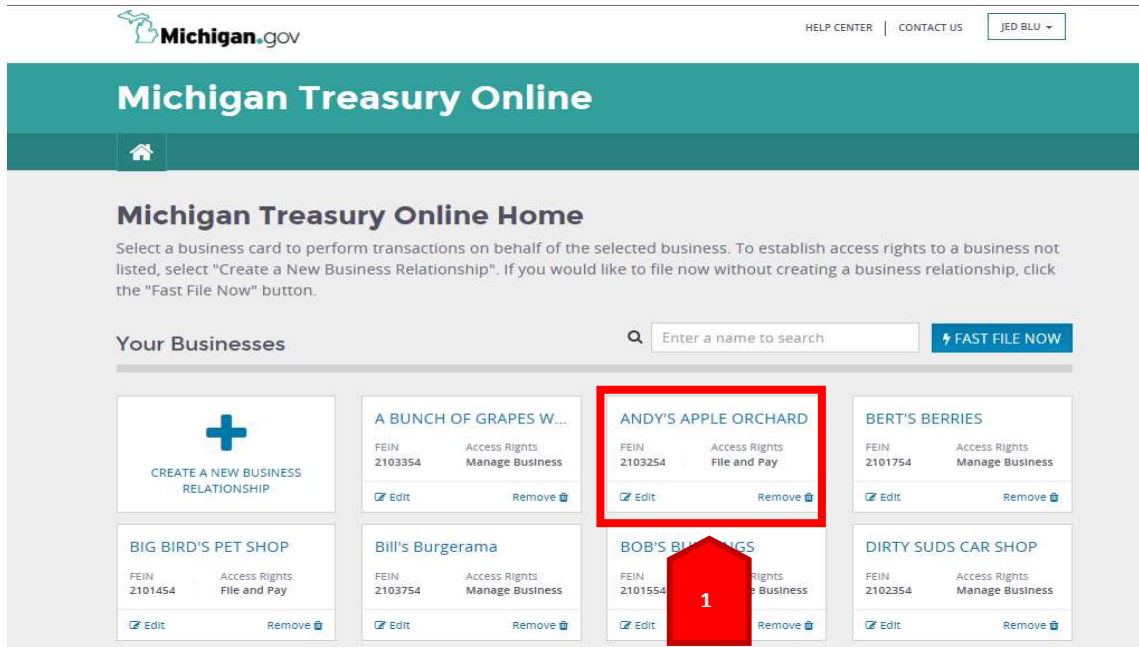
Image	Purpose
	To indicate a change in process or functionally that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

## Filing and Paying an Additional Amended SUW Tax Return

Users who have the Manage Business Account or the File and Pay Sales, Use and Withholding Taxes only user role will be able to file and pay an additional amended SUW tax return.

The Additional Amended Tax Return function is available on the Amend and Pay Processed Returns page. It should be used when the tax return a user wishes to amend is not listed under the Returns and Amendments listing on Amend and Pay Processed Returns page.

1. From their MTO homepage, a user will select the business card of the business they wish to file an additional amended SUW tax return for.



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### Michigan Treasury Online

Michigan Treasury Online Home

Select a business card to perform transactions on behalf of the selected business. To establish access rights to a business not listed, select "Create a New Business Relationship". If you would like to file now without creating a business relationship, click the "Fast File Now" button.

Your Businesses

Enter a name to search

FAST FILE NOW

CREATE A NEW BUSINESS RELATIONSHIP

A BUNCH OF GRAPES W...

ANDY'S APPLE ORCHARD

BERT'S BERRIES

BIG BIRD'S PET SHOP

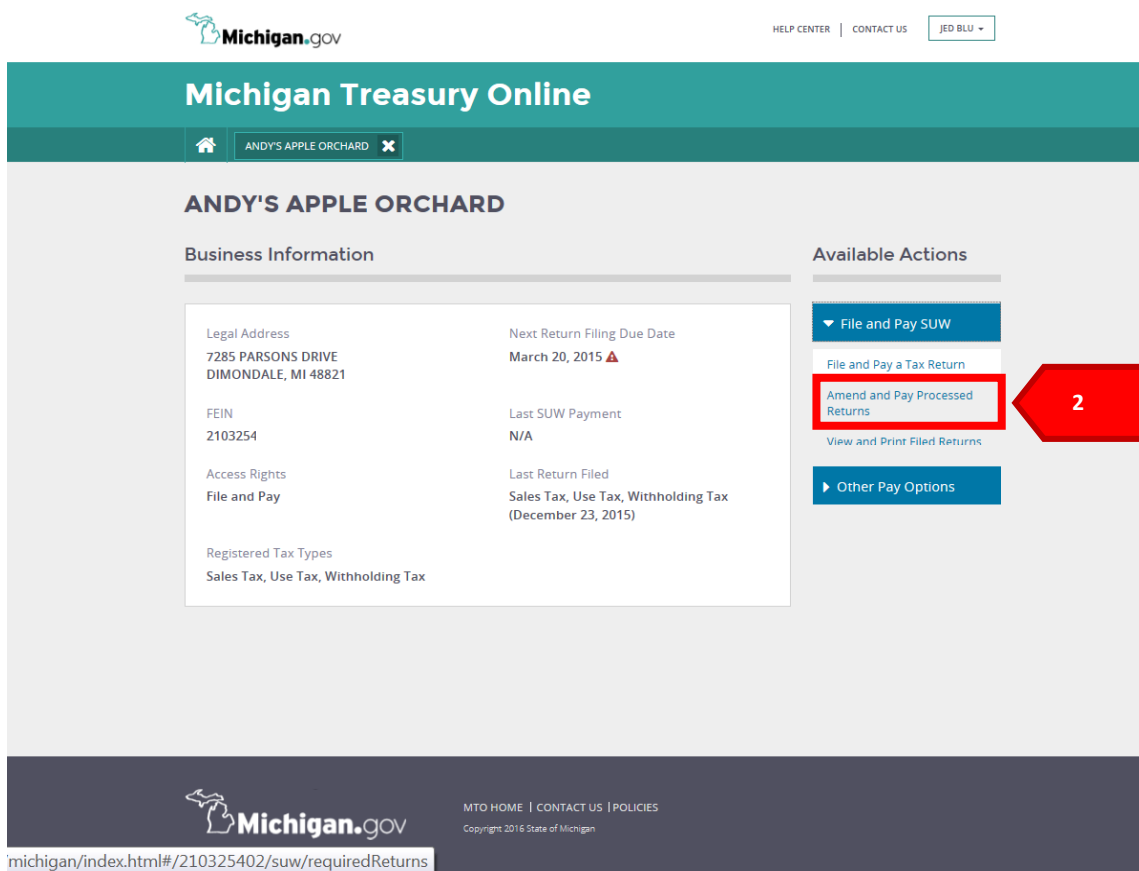
Bill's Burgerama

BOB'S BURGERS

DIRTY SUDS CAR SHOP

1

2. Select "Amend and Pay Processed Returns" under the File and Pay SUW drop-down menu.



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### Michigan Treasury Online

ANDY'S APPLE ORCHARD

Business Information

Legal Address  
7285 PARSONS DRIVE  
DIMONDALE, MI 48821

FEIN  
2103254

Access Rights  
File and Pay

Registered Tax Types  
Sales Tax, Use Tax, Withholding Tax

Next Return Filing Due Date  
March 20, 2015

Last SUW Payment  
N/A

Last Return Filed  
Sales Tax, Use Tax, Withholding Tax  
(December 23, 2015)

Available Actions

File and Pay SUW

File and Pay a Tax Return

Amend and Pay Processed Returns

View and Print Filed Returns

Other Pay Options

2

3. Select "Additional Amended Return" if the period return you wish to amend is not displayed under the Returns and Amendments list on the page.

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## Michigan Treasury Online

ANDY'S APPLE ORCHARD

### Amend and Pay Processed Returns

Displayed are the sales, use, & withholding (SUW) tax returns processed for tax year 2015 and forward for this business. You have the ability to view, amend, or make a payment on the processed returns displayed.

#### Returns and Amendments

Monthly Filings Past 6 Months

Tax Type	Period	Date Received
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#### Additional Amended Returns

Choose "Additional Amended Returns" to amend a liability previously reported for a return period. The figures reported on the Amended Return will be the new actual liability for the period.

**ADDITIONAL AMENDED RETURNS** 3

#### Available Actions

- File and Pay SUW
- File and Pay a Tax Return
- Amend and Pay Processed Returns
- View and Print Filed Returns
- Other Pay Options

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4. Select the "Return Type" (Monthly/Quarterly), "Month" and "Year" of the return you are filing the select "Continue."

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### Additional Tax Returns

To file a return which is not listed, please select the return type, month, and tax year of the return you wish to file.

#### Select a Return

\* Return Type: Monthly/Quarterly \* Month: December \* Year: 2015

CANCEL CONTINUE 4

5. Select the tax types you wish to file for and then select “Continue.”

The screenshot shows a modal dialog box titled "Select Which Taxes to File" overlaid on the Michigan Treasury Online interface. The dialog box contains the instruction "Choose Tax Types (Check All That Apply)" and three checked checkboxes: "Sales Tax", "Use Tax", and "Withholding Tax". At the bottom of the dialog are "CANCEL" and "CONTINUE" buttons. A red arrow with the number "5" points to the "CONTINUE" button. The background shows the "2015 Sales, Use and Withholding Taxes" form with a "Warning" box and a link to MTO instructions.

6. Complete the applicable fields on the SUW tax return you have selected to file. Check the “*I declare under penalty of perjury that this return is true...*” statement and select “Submit.”

The screenshot shows the "2015 Sales, Use and Withholding Taxes" form on the Michigan Treasury Online website. The form is titled "2015 Sales, Use and Withholding Taxes Monthly/Quarterly Return". It includes a "Selected Taxes" section with checkboxes for "Sales Tax", "Use Tax", and "Withholding Tax", all of which are checked. A "Warning" box is present, stating that if a tax is not checked, the filer may be subject to a computed assessment. Below the warning, there is a link to "Click here for instructions to complete the electronic filing of this form using MTO." The "Sales Tax" section is expanded, showing a table with the following data:

Field	Amount
1. Gross sales	\$ 1,000.00
2. Sales Tax Due	\$ 60.00
3. Total Prepaid Tax	\$
Fuel Supplier and Wholesaler Prepaid Sales Tax Schedule	\$
Fuel Retailer Supplemental Schedule	\$
Vehicle Dealer Supplemental Schedule	\$
4. Remaining Sales Eligible for Discount	\$ 60.00
5. Total of Allowable Discounts Calculate Discount	\$
6. Total Sales Tax Due	\$ 60.00

## Use Tax

1. Gross Use ⓘ
2. Total Use Tax ⓘ
4. Total of Allowable Discounts [Calculate Discount](#)
5. Total Use Tax Due

\$	5,000.00
\$	300.00
\$	
\$	300.00

## Use Tax on Items Purchased for Business or Personal Use

1. Total Purchases and Withdrawals ⓘ
2. Use Liability

\$	1,000.00
\$	60.00

## Withholding Tax

1. Total Amount of Michigan Income Tax Withheld ⓘ

\$	1,000.00
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## Summary

1. Amount of Sales, Use and Withholding Tax Due
2. Total Prior Payment ⓘ
3. Amount of Tax Due
4. Penalty Paid With This Return [Calculate Penalty](#) ⓘ
5. Interest Paid With This Return [Calculate Interest](#) ⓘ
6. Payment Due

\$	7,360.00
\$	
\$	7,360.00
\$	
\$	
\$	7,360.00

6

☒ \* I declare under penalty of perjury that this return is true and complete to the best of my knowledge.

SUBMIT

CANCEL ✕

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7. Select "File" in the "Final Check-Is Everything Correct?" box.

## Use Tax

1. Gross Use ⓘ
2. Total Use Tax ⓘ
4. Total of Allowable Discounts
5. Total Use Tax Due

\$	5,000.00
\$	300.00
\$	
\$	300.00

## Use Tax on Items Purchased for Business or Personal Use

1. Total Purchases and Withdrawals
2. Use Liability

\$	1,000.00
\$	60.00

## Withholding Tax

1. Total Amount of Michigan Income Tax Withheld ⓘ

\$	1,000.00
----	----------

## Summary

### Final Check - Is Everything Correct?

You are about to Save and File this tax return.

Make sure that all fields have been filled out correctly. Once this is successfully submitted, you will be able to see this filed return on the "Amend and Pay Processed Returns" page. In order to go back to make any changes or view one last time click "Cancel".

Allow 48 hours for returns made with payment to display and up to seven days, if received without payment, to allow time for the payment to be received separately.

CANCEL ✕

7


FILE

8. You will receive a confirmation number indicating your return has been filed. Select “Continue” to move forward to make a payment.

The screenshot shows a 'Tax Return Complete' modal window with a green 'Success' header. The text inside reads: 'Thank you for your submission. Your confirmation number is 300000022744.' Below the text is an orange 'CONTINUE' button. A red arrow with the number '8' points to this button. In the background, a 'Use Tax' summary table is visible, showing a total due of \$300.00.

Use Tax	
1. Gross Use	\$ 5,000.00
2. Total Use Tax	\$ 300.00
4. Total of Allowable Discounts	
5. Total Use Tax Due	

Use Tax on Items Purchased for Business or Personal Use

 **Note:** The tax return confirmation number will also be emailed to the email listed in your user profile.

9. Confirm the payment amounts listed for each tax in the “Would you like to make a payment?” box. If the payment amounts by tax are correct, select “Pay.”

If the payment amounts are incorrect due to a credit resulting from prepaid sales tax, select the “Redistribute Payment/Make Partial Payment” checkbox and enter the payment amounts you wish to pay by tax.

The screenshot shows a 'Would you like to make a payment?' modal window. It contains a 'Payment Due' section with a list of payment types and their amounts: Sales Payment (\$6,000.00), Use (Sales/Rentals) Payment (\$300.00), Use Purchases Payment (\$60.00), Withholding Payment (\$1,000.00), Penalty Payment, Interest Payment, and Total Payment (\$7,360.00). There is a checkbox for 'Redistribute Payment/Make a Partial Payment'. At the bottom are 'CANCEL' and 'PAY' buttons. A red arrow with the number '9' points to the 'PAY' button. The background shows a 'Use Tax' summary table with a total due of \$7,360.00.

Use Tax	
1. Gross Use	\$ 5,000.00
2. Total Use Tax	\$ 300.00
4. Total of Allowable Discounts	
5. Total Use Tax Due	

Use Tax on Items Purchased for Business or Personal Use

Use Tax on Items Purchased for Business or Personal Use	
1. Total Purchases and Withholding	\$ 1,000.00
2. Use Liability	\$ 60.00

Withholding Tax

Withholding Tax	
1. Total Amount of Michigan Income Tax	\$ 1,000.00

Summary

Summary	
1. Amount of Sales, Use and Withholding Tax	\$ 7,360.00
2. Total Prior Payment	\$ 7,360.00
3. Amount of Tax Due	\$ 0.00
4. Penalty Paid With This Return	\$ 0.00
5. Interest Paid With This Return	\$ 0.00
6. Payment Due	\$ 7,360.00

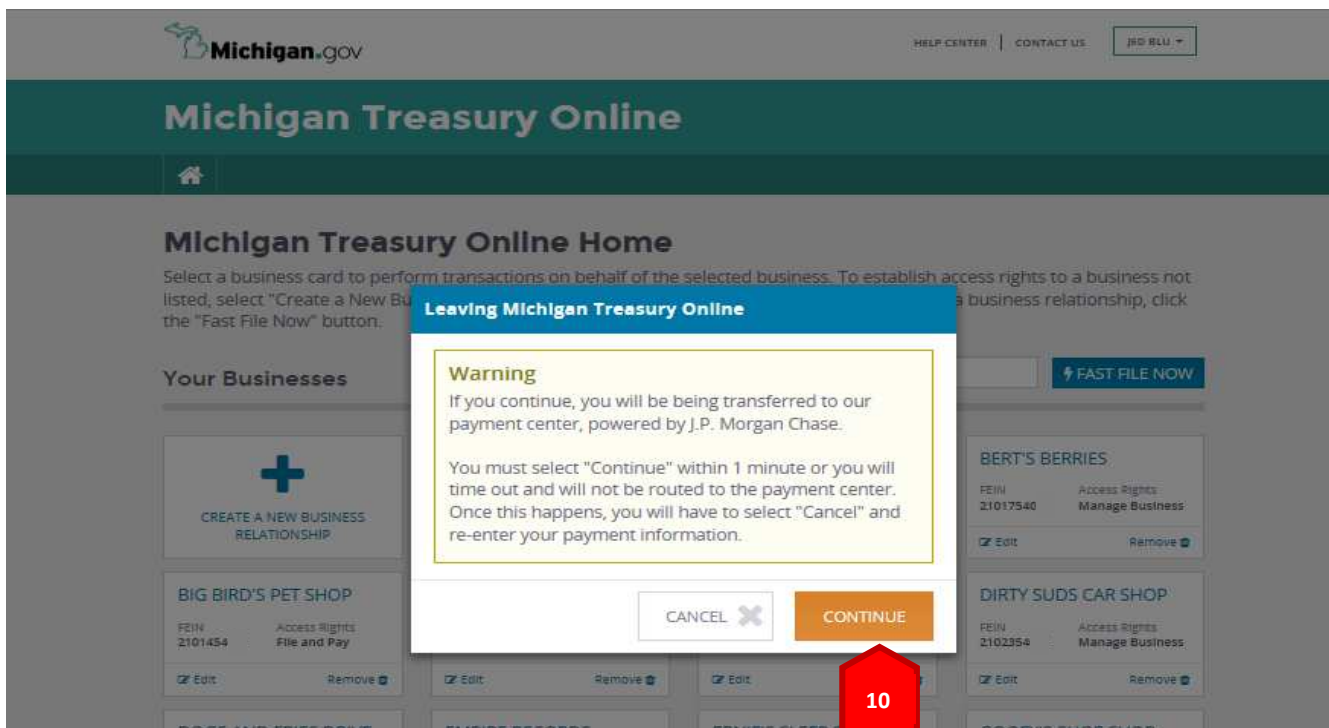
☒ I declare under penalty of perjury that this return is true and complete to the best of my knowledge.

SUBMIT CANCEL

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10. Select "Continue" on the "Leaving Michigan Treasury Online" box



11. You have now been routed to the pay site powered by JP Morgan Chase. Verify the payment amount listed, select eCheck or Credit/Debit card to indicate the type of payment you wish to make, complete required payment information fields and select "Continue."

The screenshot shows the JP Morgan Chase payment site for Michigan Treasury Online. At the top, it says "THIS IS A TEST SITE" in large red letters, with "Transactions will NOT be processed." below it. The left sidebar has a "CHASE" logo and navigation links: "Make Payment", "Manage Accounts", "Pending Payments", and "Payment History". The main content area is titled "Make a Payment - Sales, Use, Withholding Taxes". It includes a "Bold fields with \* are required." notice and a disclaimer about payment timing. The "PAYMENT DETAILS" section shows a "Payment Amount\*" of \$7,360.00 and a "Payment Date\*" of 01/05/2018. The "PAYMENT METHOD" section has "New Account\*" options for "eCheck" (selected) and "Credit/Debit Card", with logos for VISA, MasterCard, and DISCOVER. The "ECHECK ACCOUNT INFORMATION" section contains fields for "Bank Routing Number\*", "Bank Account Number\*", "Re-enter Bank Account Number\*", "Bank Account Type\*" (Checking selected), "Bank Account Category\*" (Business selected), "Save this account?" (Yes selected), and "Bank Account Nickname". A disclaimer at the bottom explains the convenience fee for credit and debit card payments. At the bottom of the form, a red arrow with the number "11" points to the "Continue" button, which is next to a "Cancel" button. The footer includes "Release 13\_7966 © 2002 - 2016 JPMorgan Chase Bank, N.A." and a link to "Browser Requirements".

12. Verify payment detail, account detail and enter the last four digits of the FEIN or TR number of the business. Select the “I accept the Terms and Conditions” checkbox and “Confirm.”

**Michigan**  
Powered by J.P. Morgan Chase

**THIS IS A TEST SITE**  
Transactions will NOT be processed.

[Privacy](#) [Help](#)

**Verify Payment - Sales, Use, Withholding Taxes**

**Bold fields with \* are required.**

Electronic check (e-check) payments are governed by the National Automated Clearing House Association (NACHA). For your protection NACHA requires user authentication before initiating a transaction. Below you will be asked to enter the last four digits of the FEIN number for which you are making a payment. This entry is only required for e-check payments and not for credit/debit card payments.

For your own protection, review the details of your payment and enter your Last four digits of the FEIN or TR Number below before choosing **Confirm**.

**Your Payment Detail**

Payment Amount: **\$7,360.00**  
Scheduled Payment Date: **Jan-05-2016**  
Amount Due: **\$7,360.00**

**Your Account Detail**

Bank Routing Number: **02111**  
Bank Account Number: **XXXXXXXXXXXX6789**  
Bank Account Type: **Checking**  
Bank Account Category: **Business**

E-mail Address\*: **j1234blu@yahoo.com**

Send me an email confirmation: ☒

Enter Last four digits of the FEIN or TR Number\*: **\*\*\*\***

**Terms And Conditions**

**PLEASE READ AND APPROVE THE FOLLOWING AUTHORIZATION**

By clicking "I Accept", I authorize Michigan Department of Treasury to electronically debit my bank account for the amount(s) set forth above. This authorization is valid for this transaction only.

In the event that a payment is returned as unpaid, I understand Michigan Department of Treasury may charge a return item fee, up to the maximum amount allowed by law.

**PLEASE PRINT A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS**

**I accept the Terms and Conditions\*: ☒**

**12** **Confirm** **Cancel**

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13. You will receive a confirmation number indicating your payment has been received. A copy of the confirmation number will be emailed to the email listed under your user profile. You may also select to print this page for your records by selecting the printer icon on the page.

Click “Continue to the Main Menu.”

**Michigan**  
Powered by J.P. Morgan Chase

**THIS IS A TEST SITE**  
Transactions will NOT be processed.

[Privacy](#) [Help](#)

**Payment Confirmation - Sales, Use, Withholding Taxes**

Thank you for your payment. Please allow two business days for your payment to be credited to your Sales, Use, Withholding Taxes account.

To return to MTO simply close this window.

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

Confirmation Number: **XF48US000002339**  
Confirmation Date (ET): **Jan-04-2016 04:51:10 PM**

**Your Payment Detail**

Payment Amount: **\$7,360.00**  
Scheduled Payment Date: **Jan-05-2016**  
Amount Due: **\$7,360.00**

**Your Account Detail**

Bank Routing Number: **02111**  
Bank Account Number: **XXXXXXXXXXXX6789**  
Bank Account Type: **Checking**  
Bank Account Category: **Business**

E-mail Address \*: **j1234blu@yahoo.com**

Please keep a record of your Confirmation Number, or [print](#) this page for your records.

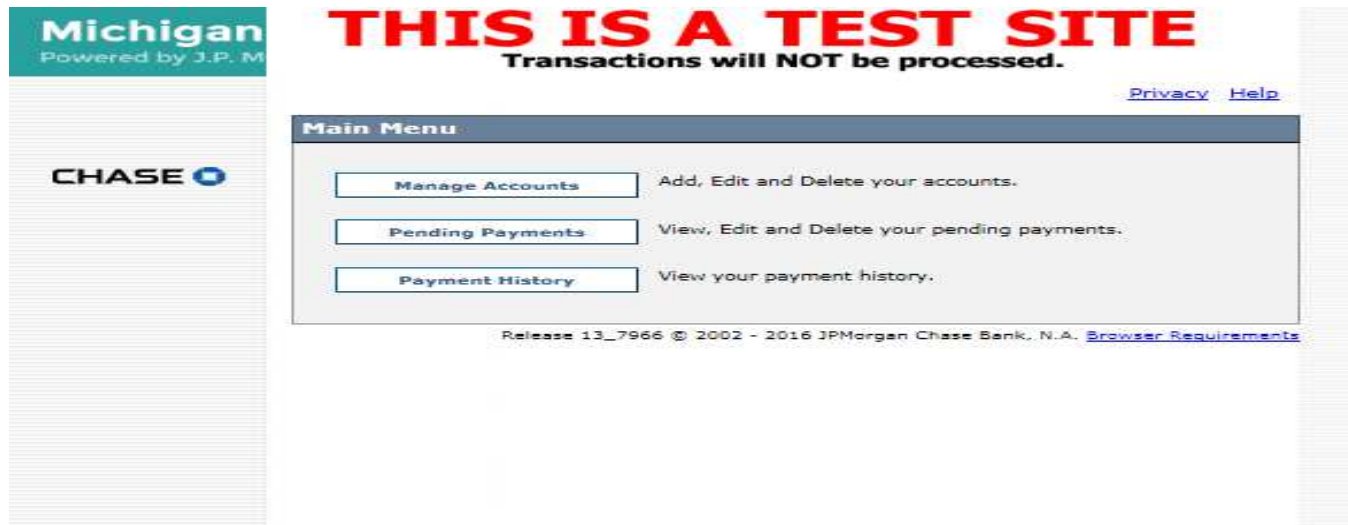
**13** **Continue to Main Menu**

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Select the printer button to print a copy of this page



You have now been routed to the pay site main menu. On this menu you can add, edit, or delete an eCheck or credit/debit card accounts, view, edit or delete any pending payments and view previous payment history.



To return to MTO, close the pay site by selecting the "X" at the top of the page.



## Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here: [www.michigan.gov/mtobusiness](http://www.michigan.gov/mtobusiness).